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9 November 1956

Chief, Records Management Staff

Additional Personnel Requirements for the Records Center

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1. As a result of your verbal request for my recommendations regarding personnel requirements of the Records Center, I have had Mr. [REDACTED] of our Records Disposition Branch examine the needs of this operation and report his findings. A copy is attached.

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2. As you know the necessity for full time labor support at the Center has existed since establishment of the operation at [REDACTED]

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steps be taken now to procure two full time laborers for the Records Center.

3. Based on standards developed by General Services Administration as reported in the 2nd Hoover Commission Report on Paperwork Management, the Records Center is in need of two new records management analyst positions. (Attachment B) The validity of these standards is confirmed by our own experience in the Center. There has been and will continue to be a steady increase in records intake reference service and records destruction. The increased activity has already resulted in suspending certain internal work projects that are necessary for improvement of operations. I recommend that two additional records management analyst positions GS-7 be established for fiscal year 1958.

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Attachments

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Mg [REDACTED] (8 November 1956)